



**GULF COUNTY, FLORIDA
BUILDING DEPARTMENT**

1000 CECIL G. COSTIN, SR, BLVD., ROOM 305 * PORT ST. JOE, FLORIDA 32456 * PHONE (850) 229-8944 * FAX (850) 229-7873

SIGN PERMIT APPLICATION

1. OWNER'S NAME: _____
2. OWNER'S MAILING ADDRESS: _____
3. OWNER'S PHONE NUMBER: _____ CELL#: _____
4. PROPERTY ADDRESS OF SIGN SITE: _____

NOTE: PLEASE CONTACT THE 911 OFFICE FOR ADDRESS VERIFICATION.

5. PROPERTY TAX IDENTIFICATION NUMBER: _____
6. ZONING DISTRICT OF SIGN LOCATION: _____
7. CONTRACTOR'S NAME, **IF USED**: _____
8. CONTRACTOR'S MAILING ADDRESS, **IF USED**: _____
9. CONTRACTOR'S PHONE NUMBER, **IF USED**: _____ CELL#: _____
10. CONTRACTOR'S FLORIDA LICENSE NUMBER, **IF USED**: _____
11. CONTRACTOR'S FLORIDA LICENSE EXPIRATION DATE, **IF USED**: _____
12. TYPE OF SIGN (E.G., WALL, WINDOW, FREESTANDING, ECT): _____
13. PROPOSED SIGN AREA: _____
14. ILLUMINATED: YES: _____ NO: _____
15. COST OF PROPOSED SIGN: _____
16. ANY EXISTING SIGN(S): YES: _____ NO: _____
 1. IF YES:
 2. NUMBER OF SIGN(S): _____

3. TYPE OF SIGN(S): _____

4. LOCATION OF SIGN(S): _____

5. SURFACE AREA OF SIGN(S) ON SITE AND/OR BUILDING: _____

17. IF A FREESTANDING SIGN:

1. HEIGHT: _____

2. SIGN AREA: _____

3. DIMENSIONS: _____

4. DISTANCE BETWEEN THE CLOSEST EXISTING FREESTANDING SIGN AS MEASURED IN EACH DIRECTION ALONG EACH ABUTTING STREET OR RIGHT - OF - WAY: _____

5. LOCATION: _____ HEIGHT: _____
AND AREA: _____ OF ANY EXISTING FREESTANDING SIGN(S) ON THE SAME LOT WHERE THE PROPOSED FREESTANDING SIGN WILL BE LOCATED.

6. **NOTE:** IF A PERMANENT FREESTANDING SIGN EXCEEDS THIRTY-TWO (32) SQUARE FEET; SAID SIGN SHALL BE ENGINEERED BY A DESIGN PROFESSIONAL AND THE REQUIRED CONSTRUCTION SHALL BE OF A METAL FRAME AND/OR BASE.

THE BELOW ITEMS MUST BE ATTACHED TO THIS PERMIT APPLICATION

❖ **SITE PLAN IDENTIFYING SIGN SITE AND ALL PROPERTY LINE SETBACKS.**

❖ **NOTARIZED STATEMENT OF AUTHORIZATION SIGNED BY THE OWNER(S) CONSENTING TO THE PLACEMENT OF THE PROPOSED SIGN ON THE REAL PROPERTY.**

NOTE: A STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION (DOT) PERMIT MAY BE REQUIRED IF THE SIGN IS LOCATED ON A FLORIDA DOT CONTROLLED ROADWAY.

BUILDING DEPARTMENT DAYS AND TIMES OF OPERATION

MONDAY THRU THURSDAY - 7:00 a.m. – 5:30 p.m. EASTERN TIME